

Work-Based Learning Homework

Projects to be submitted for completion of 40-hours WBL coordinator training

***Cover page: Please include your name, school system, school, social security #, subject area, home address, phone number and e-mail address on a cover page. Place all assignments behind this page in the order listed below and staple or clip them together.**

Business Analysis / Community Survey Submit 2	Using the forms provided, complete an analysis and survey of 2 potential employers related to program areas. (pp. 3-8).
Job and Class Integrated Lesson Plan Submit 1	Develop 1 lesson plan with at least 2 job-related activities that directly integrate with the lessons taught in the related class. Use your school's lesson plan template
Training Plan Development Submit 2	Develop training plans for 2 sample jobs related to course. Use pages 12-15. List at least three (3) areas of safety training related to job site. On Work-Based Competencies list a minimum of five (5) competencies that are related to course/job.
Training Agreement Submit 2	Complete 1 sample training agreement. (pp. 16-17). All blanks must be completed.
Business Internship Documentation	Submit proof of experience in business to satisfy the 2-week business internship requirement, excluding education employment. Please see sample letter on page 18.
Teacher Licensure Page	

Each activity above must be completed and submitted to the state to complete the Training for Work-Based Coordinator. Consultants with the Department of Education will review projects.

Due Date: Thirty (30) days after training

Send to: Sheila Carlton, Consultant, WBL
Tennessee Department of Education
4th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0383
Sheila.carlton@tn.gov

It is the responsibility of the participant to contact Sheila Carlton if they have not heard anything within sixty (60) days.